Mid-Promotion Portfolio Review Workshop

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UNLV Faculty Center

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Introduction

• Goals
• Unit Guidelines
• Normal Workload
• UNLVfolio
Outline

• Opening Statement

• Evidence of Effective Job Performance

• Synopsis
Opening Statement

The NTT Promotion Guide advises candidates to

- summarize your activity and your impact
- align your work with UNLV’s mission and top-tier aspirations
Opening Statement

In short, your opening statement should demonstrate

- WHAT you did
- WHY it matters
Opening Statement

How do we do this?

- Outline and Align with your materials
- Consider multiple readers
- Guide through your application materials
- Show, don’t tell
Opening Statement

OUTLINE and ALIGN

• What is your purpose for the Opening Statement?
Opening Statement

OUTLINE and ALIGN

● What is your purpose for the Opening Statement?
● How many sections?
Opening Statement

OUTLINE and ALIGN

● What is your purpose for the Opening Statement?
● How many sections?
● What are key points for each section?
Opening Statement

OUTLINE and ALIGN

- What is your purpose for the Opening Statement?
- How many sections?
- What are key points for each section?
- How do the key points align?
Opening Statement

CONSIDER READERS

• Who will be reading this?
Opening Statement

CONSIDER READERS

- Who will be reading this?
- What will they be familiar with?
Opening Statement
CONSIDER READERS
• Who will be reading this?
• What will they be familiar with?
• What do you need to explain in more detail?
Opening Statement

GUIDE READERS

● How can you best reference your evidence?
GUIDE READERS

● How can you best reference your evidence?
● How can you help readers find (and understand) the information that they need quickly and easily?
Opening Statement
SHOW, DON’T TELL
• How do we avoid listing?
Opening Statement

SHOW, DON’T TELL

● How do we avoid listing?
● How do we stay within the page limit?
Opening Statement

SHOW, DON’T TELL

● How do we avoid listing?
● How do we stay within the page limit?
● What are key details that will show readers your impact?
Evidence of Effective Job Performance

• Annual Evaluations / Guidelines

• Associate FiR: Excellence in Teaching; Satisfactory in Service
Evidence of Effective Job Performance

TEACHING

• Students: teaching, advising, mentoring
• Evaluations: Students / Peer Reviews
• Materials: (3Rs): Revisit, Review, Revise
• Professional development: Workshops / Educational Conferences
Evidence of Effective Job Performance

SERVICE

• Department, College, University, Community, Profession
Evidence of Effective Job Performance

• EXAMPLES – show on pdf
Evidence of Effective Job Performance

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IV. Portfolio & Approach to Teaching
   A. Summary of Teaching Activities & Instructional Interaction with Students
   B. Evidence of Teaching Accomplishments
V. Teaching Evaluations
   A. Peer Teaching Evaluations
   B. Student Evaluations
VI. Service Material
    A. University
    B. College
    C. Department
    D. Community
    E. Discipline
VII. Scholarship
     A. Conference Presentations
     B. Publications
VIII. Teaching Material (Syllabi, assignments, and samples of students’ work)
      A. Course 1
      B. Course 2
      C. Course 3
Synopsis - UNLVFolio requirements

• 100-word summary of accomplishments, written in third person
  ○ Academic background
  ○ One or two highlights from teaching, research/creative activities, and/or service

• Used for publication, Provost, Regents
Synopsis

• Write your 100-word synopsis now
  ○ Summary of accomplishments
  ○ Academic background
  ○ One or two highlights from teaching, research/creative activities, and/or service
UNLVFolio

● Activities →

Narrative for Tenure and/or Promotion
### NARRATIVE: Other Evidence of Effective Teaching (For Tenure and/or Promotion)

<table>
<thead>
<tr>
<th>Review Type</th>
<th>Describe any evidence of student recruitment efforts and achievements.</th>
<th>Describe other evidence of resident or outreach based teaching and advising effectiveness (i.e., performance of students in subsequent course, tangible results and benefits).</th>
<th>Describe any curriculum, program or course development or redesign.</th>
<th>Describe any professional development activities (i.e., attending conferences, classes, seminars or programs to develop teaching skills) and the outcome of these activities.</th>
<th>Describe any ways your work has supported the student retention, progression and completion efforts of the University.</th>
<th>Describe any ways your work has supported the University Undergraduate Learning Objectives (UULOs).</th>
<th>Other Evidence of Effective Teaching</th>
<th>Start Semester</th>
<th>End Semester</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fir Promotion to Full Professor</td>
<td>Test</td>
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<td>Test</td>
<td>Test</td>
<td>Fall 2019</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>
UNLVFolio - Evidence
UNLVFolio - Synopsis

This 150-word synopsis should be a summary of your accomplishments, written in the third person. It may be posted to the Executive Vice President and Provost's webpage and/or submitted for publication in the Board of Regents' agenda. The synopsis should include your academic background and one or two selected highlights from your record of teaching, research/creative activities, and service (as applicable). This will allow the Regents and campus community to understand and celebrate your accomplishments.
UNLVFolio - workshops

Thursday, September 12, 8:30-10 a.m., Lied Library Rhyolite Room

Monday, September 16, 1:30-3 p.m., Lied Library Rhyolite Room

Thursday, September 19, 8:30-10 a.m., Lied Library Eureka Room

Monday, September 23, 1-2:30 p.m., Online via Webex (login information sent upon registration)

Friday, September 27, 1-2:30 p.m., Lied Library Rhyolite Room

Monday, September 30, 9:30-11 a.m., Lied Library Rhyolite Room
Takeaways

• Familiarity with your unit guidelines
• Seeing as part of your normal workload
• Ways to use UNLVfolio
• Initial ideas for your opening statement
• Strategies for selecting key evidence
• Plan for creating an effective synopsis
Questions/Comments

Contact

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THANK YOU!